Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2039
www.dpor.virginia.gov



## Real Estate Appraiser Board INSTRUCTOR CERTIFICATION APPLICATION Fee \$150.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

Select *one* of the following:

Type of Action Trans **Initial Instructor Certification** 1020 Add New Expertise Level to existing certificate 5050 Do you currently hold an Instructor Certification issued by the Virginia Real Estate Appraiser Board? No Yes If yes, provide the following certification number: **Expiration Date** Virginia Certificate No. 2. Name Middle Generation Provide **one** of the following identification numbers. or Virginia DMV Control Number Social Security Number State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles. (Must be at least 18 years of age.) Date of Birth 4. MM/DD/YYYY Mailing Address (PO Box accepted) 5. The mailing address will be printed on the license. City State Zip Code Check here if Street Address is the same as the Mailing Address listed above. Street Address (PO Box not accepted) 6. PHYSICAL ADDRESS REQUIRED City State Zip Code 7. E-mail Address **Contact Numbers** Primary Telephone Alternate Telephone Do you hold a current real estate appraiser license, certification or registration issued by the Virginia Real Estate **Appraiser Board?** No Yes If yes, provide your license/certification/registration number and expiration date.

0

ENTITY #

4002

OFFICE

ONLY

DATE

Virginia License Number

TRANS CODE

FEE

ISSUE DATE

**Expiration Date** 

FILE #/LICENSE #

10.	Do you hold a <u>current</u> or <u>expired</u> Real Estate Appraiser license, certification or registration in any state or jurisdiction (excluding Virginia)?  No					
	—	te the following table.				
	State/Jurisdiction	License, Certification or Registration No.	License Type	Expiration Date		
11.	· ·	ctor certification levels are you request	. ,	<u>e</u> )		
12.	☐ Licensed Residentia	I Certified Residential cations are you using to obtain a Virgin	Certified General oia Instructor Certification? (	Select only <b>one</b> )		
13.	A baccalaureate degree in real estate, economics, finance or business, and have satisfied the state appraisal licensing educational requirements for the level being instructed;  **Required Documentation: Attach a college transcript verifying your degree and a transcript/certificate/letter of completion verifying the type and number of hours of appraiser education you have completed.  A baccalaureate degree, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed;  **Required Documentation: Attach a college transcript verifying your degree.**  Seven years of active experience acquired in the appraisal field in the past 10 years, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed.  **Required Documentation: Complete the attached Instructor Certification Experience Verification Form.**  Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulators.					
13.	body?  No  Yes  If yes, provide	e a certified copy of the final order, dec	ree or case decision by a co	,		
14.	, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed a information that might affect the Board's decision to approve this application. I certify that I will notify the Department am subject to any disciplinary action prior to approval of this application. I certify that I have read, understood a complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia and Real Estate Appraiser Board Regulations.					
	Signature		D	)ate		
> All		courses must be taught by an instru		Real Estate Appraiser		

All Board-approved pre-license courses must be taught by an instructor certified by the Virginia Real Estate Appraiser Board. All 15-hour USPAP© courses must be taught by an <u>AQB certified USPAP© instructor</u>. Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2039
www.dpor.virginia.gov



Real Estate Appraiser Board INSTRUCTOR CERTIFICATION EXPERIENCE VERIFICATION FORM

If you are attempting to qualify for a <u>Virginia Real Estate Appraiser Board Instructor Certificate</u>, you must provide evidence (using this form) of at least seven years of active experience in the appraisal field during the last ten years.

		ant			
1.	Name				
	Last	First	Middle	Generation	
2.	Provide one of the following ic	lentification numbers.	*		
	Social Security Number	or Uirginia DMV Control Numb	er	-	
		for a license, certificate, registration or other autha a social security number or a control number issue			
Section	on II: To be completed by Verifie	r			
	The following informat	ion must be provided by the appli	cant's supervisor, coworker (	or client.	
3.	Verifier's Name	, , , , , , ,	•		
J.	Last	First	Middle	Generation	
4.	Your Relationship to the applic	cant? Supervisor Co	worker		
5. Provide a summary of the applicant's real estate appraisal experience in the space below:					
	, , , ,		·		
,	I the consideration of eartificities	-			
6.	I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.				
	Verifier's Signature		Dat	re.	